

# College AND UNIVERSITY Business

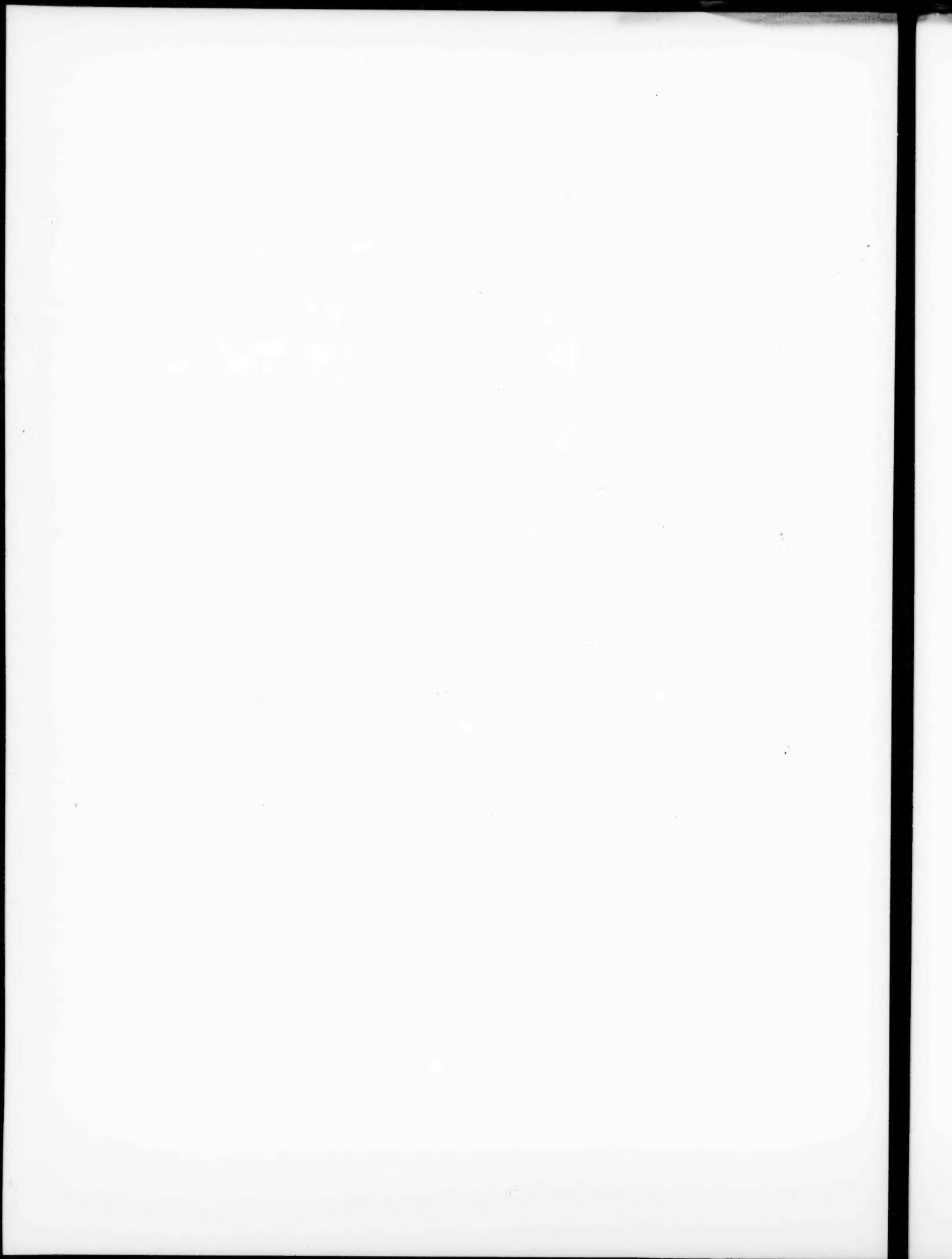
VOLUME XIV

*JANUARY TO JUNE, INCLUSIVE*

1953



CHICAGO  
1953



# INDEX TO VOLUME 14

JANUARY TO JUNE, 1953

The various articles are indexed under the author and subject. Abbreviations used in this index are: *Ja*, January; *F*, February; *Mr*, March; *Ap*, April; *My*, May; *J*, June; (Ed.), Editorial; (G.E.), Guest Editorial; (P), Port-folio; (Q.A.), Questions and Answers; op., opposite.



- A**ccounting, cost accounting can save college money, W. E. Elmore F 45  
dining service control, K. M. Hertzfeld F 51  
internal auditing and internal control, H. A. Withey Ja 24  
life and labors of institutional accountant, F. E. Oliver Ja 45  
machine bookkeeping is practical for smaller colleges, too, V. A. Emilson and E. C. Hansen J 33  
portion control is basis of cost control, J. C. Carlsen Ap 50  
today's auditor is effective adjunct to good management, H. Sherer My 35  
what about unit costs (Ed.) F 18  
See also Finance; Mechanical Accounting
- Administration, can students help run college, C. M. Lehman Mr 22  
control paper work (Q.A.) Ja 6  
empire building (Ed.) Ap 18  
fraternity question (Q.A.) Ja 6  
higher education is serious business, H. L. Wells (G.E.) Mr 17  
human equation (Ed.) J 18  
integrating your specialists (Ed.) My 18  
library presents business opportunity to business manager, S. M. Cain J 22  
methods used by 49 dental schools in allocating indirect expenditures, G. E. Van Dyke and O. H. Levine My 22  
outside vendors (Q.A.) F 6  
peaceful relations between faculty and business officers, B. C. Keeney Ja 21  
perspectives, C. A. Schoenfeld Ap 19  
what about unit costs (Ed.) F 18
- Alexander, Robert E.: See Peterson, Basil H., jr. auth.
- Altshulisch, Charles, Administration hall Mr 36
- Alumni: See Associations and Organizations
- Arizona State College, placement services for students and graduates, R. F. Menke and E. Whiting Ap 42
- Associations and Organizations, business goes to bat (Ed.) Mr 18  
conferences on campus (Q.A.) J 6  
convention characters Ap 28  
directory of Ja 72, F 70, Mr 76, Ap 72, My 76, J 66  
fearful (Ed.) J 18  
fraternity question (Q.A.) Ja 6  
here we go again (Ed.) Ap 18  
integrating your specialists (Ed.) My 18  
is this trip necessary, I. D. Weeks Mr 28  
lucid interval (Ed.) My 18  
1954 assembly (Ed.) F 18  
putting on pressure (Ed.) J 18  
student supervision (Q.A.) Mr 6  
unauthorized purchases (Q.A.) Mr 6  
united legislative front is achieved in Massachusetts, J. L. Sullivan Mr 19
- Athletics, putting on pressure (Ed.) J 18
- Atkinson, Alta B., Tools for control of food costs Ja 48; F 50

- Audio-Visual Education, college courses by television, D. G. Emery J 26
- Automotive Services, use of student cars (Q.A.) F 6
- Auxiliary Enterprise, charging for damages (Q.A.) Ja 6  
conferences on campus (Q.A.) J 6  
discounts through store (Q.A.) J 6  
fraternity housing, quadrangle style, R. J. Watts Mr 40  
less of competitor, more of companion, N. Jones (G.E.) Ap 17  
local taxes or fees (Q.A.) J 6  
practical inventory control for college stores, R. C. Avery Ap 45  
self-service plan proves satisfactory in modern bookstore, F. H. Bauer J 38  
we attend auction of oil leases on university land in Texas My 26  
we expect to stay in laundry business, H. E. Powell Mr 43
- Avery, R. C., Practical inventory control for college stores Ap 45



- B**anks, W. Gerard, biographical sketch Ap 4  
Enrollment data for budget purposes, Ap 31
- Bauer, F. H., Self-service plan proves satisfactory in modern bookstore J 38
- Beloit College, Beloit, Wis., machine bookkeeping is practical for smaller colleges, too, V. A. Emilson and E. C. Hansen J 33
- Blackwell, T. E., Casualty insurance Ap 41  
Loyalty oath and courts F 29  
Supplement U net income Ja 43
- University of Minnesota and Clayton antitrust act Mr 33
- University of Rochester and equitable doctrine of cy pres My 45
- Who has power to modify charitable trust J 30
- Bluffton College, Bluffton, Ohio, can students help run college, C. M. Lehman Mr 22
- Bookstores, business officer evaluates college bookstore, T. C. Root Ja 44  
discounts through store (Q.A.) J 6  
practical inventory control for college stores, R. C. Avery Ap 45  
self-service plan proves satisfactory in modern bookstore, F. H. Bauer J 38
- Buckley, R. G., Is educational questionnaire overdone F 49
- Budget, enrollment data for budget purposes, W. G. Banks Ap 31  
internal auditing and internal control, H. A. Withey Ja 24  
is this trip necessary, I. D. Weeks Mr 28  
See also Finance
- Business Organization, control paper work (Q.A.) Ja 6  
cost accounting can save college money, W. E. Elmore F 45  
higher education is serious business, H. L. Wells (G.E.) Mr 17  
life and labors of institutional accountant, F. E. Oliver Ja 45  
public relations is job for business manager, too, T. N. McClure (G.E.) Ja 17  
safekeeping problem (Q.A.) F 6

- B**USINESS ORGANIZATION, Cont.  
timesaving forms for purchasing, R. E. Saye Ja 38  
today's auditor is effective adjunct to good management, H. Sherer My 35  
what about unit costs (Ed.) F 18  
See also Administration  
Butler University, college courses by television, D. G. Emery J 26



- C**afeterias: See Food and Food Service
- Cain, Stith Malone, biographical sketch J 4
- Library presents business opportunity to business manager J 22
- Campus Expansion: See Plant Additions and Campus Expansion
- Carlsen, Janette C., Portion control is basis of cost control Ap 50
- Carnegie Institute of Technology, students learn from what they do in School of Industrial Administration, M. Jaffurs J 42
- Catalogs: See Publications
- Colgate University, Hamilton, N.Y., Colgate studies impact of ROTC programs, S. J. French Ja 42
- College of Puget Sound, Tacoma, Wash., enrollment data for budget purposes, W. G. Banks Ap 31
- College Unions, less of competitor, more of companion, N. Jones (G.E.) Ap 17
- student center is hub of out-of-class activities, B. H. Peterson and R. E. Alexander My 37
- study of costs and architectural form, M. M. Hare Ap 32
- Community Relations: See Auxiliary Enterprises; Publicity and Public Relations
- Concordia Collegiate Institute, Bronxville, N.Y., science and library buildings are combined, H. Thien F 43
- Conover, E. W.: See Griffith, J. W., jr. auth.
- Construction: See Plant Additions and Campus Expansion
- Controls: See Over-All Controls
- Coston, Truett H., Power plant at Oklahoma Ap 38
- Courts: See Legal Decisions and Legislation
- Crenshaw, Joseph W., biographical sketch Mr 4
- See Crenshaw, Mary C., jr. auth.
- Crenshaw, Mary C., biographical sketch Mr 4  
and Joseph W., Notes to architect Mr 34



- D**avidson, Carter, Great financial barrier myth is just that (G.E.) J 17
- Dental and Medical Clinics: See Student Health Service and Hospital
- Depreciation: See Investment Management
- Designs and Plans, acoustical design of spatula-shaped auditorium, A. R. Faour My 42

## DESIGNS AND PLANS, CONT.

- administration hall, C. Ahrlich Mr 36  
costs remain low despite building's sturdy, weatherproof construction, W. I. Fisher J 49  
fraternity housing, quadrangle style, R. J. Watts Mr 40  
ground reflection in daylighting, J. W. Griffith, O. F. Wenzler, and E. W. Conover Ap 47  
library for new college, H. H. Morgridge F 40  
music hall has new system of sound control, R. E. Olson My 39  
power plant at Oklahoma, T. H. Coston Ap 38  
quantity and quality of sound controlled in Montana's music building, W. J. Fox Jr. Ja 34  
science and library buildings are combined, H. Thien F 43  
self-service plan proves satisfactory in modern bookstore, F. H. Bauer J 38  
students learn from what they do in Carnegie's School of Industrial Administration, M. Jaffurs J 42  
study of costs and architectural form, M. M. Hare Ap 32  
See also Plant Additions and Campus Expansion  
Dining Halls: See Auxiliary Enterprises; Food and Food Service  
Disque, Ned, How Iowa State recruits engineering students Ja 27  
Dormitories: See Auxiliary Enterprises; Plant Additions and Campus Expansion



- E**l Camino College, Alondra Park, Calif., library for new college, H. H. Morgridge F 40  
Elmore, William E., biographical sketch F 4  
Cost accounting can save college money F 45  
Emery, Donald G., biographical sketch J 4  
College courses by television J 26  
Emilson, Victor A., biographical sketch J 4  
and Hansen, Edward C., Machine bookkeeping is practical for smaller colleges, too J 33  
Employees: See Personnel  
Employment of Students: See Student Funds  
Enrollments, enrollment data for budget purposes, W. G. Banks Ap 31  
Equipment, electrical appliances (Q.A.) Ja 6  
See also Purchasing and Stores



- F**aculty: See Personnel  
Faour, Anna Rose, Acoustical design of spatula-shaped auditorium My 42  
Federal Aid: See Government Agencies  
Fellowships: See Student Funds  
Finance, business goes to bat (Ed.) Mr 18  
why not deduction for college expenses, R. W. Murphy Mr 25  
charging for damages (Q.A.) Ja 6  
cost accounting can save college money, W. E. Elmore F 45  
cutting costs in plant operations, A. J. Hillary J 47  
delinquent accounts (Q.A.) Ap 6  
economy move (Ed.) Ja 18  
financing higher education (Ed.) Ja 18  
great financial barrier myth is just that, C. Davidson (G.E.) J 17  
internal auditing and internal control, H. A. Withey Ja 24  
"lost and found" money (Q.A.) Ap 6  
methods used by 49 dental schools in allocating indirect expenditures, G. E. Van Dyke and O. H. Levine My 22  
oil well on your campus, L. Hill Ja 19  
public relations is job for business manager, too, T. N. McClure (G.E.) Ja 17  
reserves for depreciation (Q.A.) F 6  
student loans can be handled without alienating affections, M. A. Scheider Mr 46  
to meet operating costs, don't overlook gifts from town, W. W. Reed J 25  
what about unit costs (Ed.) F 18

## FINANCE, CONT.

- what's wrong with unit cost idea, R. W. Kettler My 17  
Fisher, W. I., Costs remain low despite building's sturdy, weatherproof construction J 49  
Food and Food Service, dining service control, K. M. Hertzfeld F 51  
how dietitian can satisfy student customers, M. E. Yost J 49  
let's make dietitians better administrators, C. Ricker My 49  
low temperature meat cookery, A. M. Macfarlane Mr 48  
portion control is basis of cost control, J. C. Carlsen Ap 50  
tools for control of food costs, A. B. Atkinson Ja 48; F 50  
who purchases foodstuffs (Q.A.) My 6  
Ford, Fred C., Salary survey of top management positions Ja 36  
Fox, William J., Jr., Quantity and quality of sound controlled in Montana's music building Ja 34  
French, Sidney J., Colgate studies impact of R.O.T.C. programs Ja 42  
**Funds: See Finance; Student Funds**  
Furnishings, dormitory furnishings, C. B. Opp (P) F 27  
esthetic values in residence hall furnishings, H. M. Thompson (P) F 31



- G**orgia Institute of Technology, student loans can be handled without alienating affections, M. A. Scheider Mr 46  
Government Agencies, Colgate studies impact of R.O.T.C. programs, S. J. French Ja 42  
Investigations (Ed.) F 18  
is academic freedom really being threatened, F. H. Horn (G.E.) F 17  
today's auditor is effective adjunct to good management, H. Sherer My 35  
two Bobs (Ed.) Ap 18  
united legislative front is achieved in Massachusetts, J. L. Sullivan Mr 19  
why not deduction for college expenses, R. W. Murphy Mr 25  
Gray, Keith M., Preparation of faculty handbook Ap 43  
Greenough, William C., biographical sketch My 4  
New method of providing retirement income My 32  
Griffith, J. W., Wenzler, O. F., and Conover, E. W., Ground reflection in daylighting Ap 47



- H**ansen, Edward C.: See Emilson, V. A., Jr. auth.  
Hare, Michael M., biographical sketch Ap 4  
Study of costs and architectural form Ap 32  
Health: See Student Health Service and Hospital  
Heating and Power Plant: See Plant Operation and Maintenance  
Hennock, Frieda B., biographical sketch My 4  
There is no June 2 deadline on educational TV My 19  
Hertenstein, Wesley, Methods of selecting and developing good supervisors Mr 45  
Hertzfeld, Kurt M., Dining service control F 51  
Hill, Lister, biographical sketch Ja 4  
Oil well on your campus Ja 19  
Hillary, Arthur J., biographical sketch J 4  
Cutting costs in plant operations J 47  
Hoff, Charles W., Noninstructional employees like "at home" meetings J 31  
Home Study: See Instructional and Research Departments  
Horn, Francis H., is academic freedom really being threatened (G.E.) F 17  
Housing, fraternity housing, quadrangle style, R. J. Watts Mr 40  
fraternity question (Q.A.) Ja 6  
Howard University, Washington, D.C., in-service training for purchasing, L. L. Whaley (P) F 24

## Income: See Auxiliary Enterprises

- Instructional and Research Departments, college courses by television, D. G. Emery J 26  
how Iowa State recruits engineering students, N. Disque Ja 27  
lighting laboratory, D. Martin Ja 46  
music hall has new system of sound control, R. E. Olson My 39  
quantity and quality of sound controlled in Montana's music building, W. J. Fox Jr. Ja 34  
science and library buildings are combined, H. Thien F 43  
should American colleges offer liberal education, H. B. Niles J 19  
students learn from what they do in Carnegie's School of Industrial Administration, M. Jaffurs J 42  
Insurance, better insurance protection, W. O. Nichols Mr 30  
casualty insurance, T. E. Blackwell Ap 41  
protecting personal effects (Q.A.) Ap 6  
Inventories: See Purchasing and Stores  
Investment Management, reserves for depreciation (Q.A.) F 6  
See also Finance  
Iowa State College, Ames, how Iowa State recruits engineering students, N. Disque Ja 27



- J**affurs, Marian, Students learn from what they do in Carnegie's School of Industrial Administration J 42  
Janitorial Services, custodial problem (Q.A.) My 6  
painting-wall cleaning (Q.A.) J 6  
See also Personnel; Plant Operation and Maintenance  
Job Training: See Personnel  
Jones, Nelson, Less of competitor, more of companion (G.E.) Ap 17



- K**eeney, Barnaby C., biographical sketch Ja 4  
Peaceful relations between faculty and business officers Ja 21  
Kettler, Raymond W., What's wrong with unit cost idea (G.E.) My 17  
Key Control: See Plant Operation and Maintenance



- L**aundry, we expect to stay in laundry business, H. E. Powell Mr 43  
Lawrence College, Appleton, Wis., fraternity housing, quadrangle style, R. J. Watts Mr 40  
Legal Decisions and Legislation, casualty insurance, T. E. Blackwell Ap 41  
loyalty oath and courts, T. E. Blackwell F 39  
oil well on your campus, L. Hill Ja 19  
supplement U net income, T. E. Blackwell Ja 43  
there is no June 2 deadline on educational TV, F. B. Hennock My 19  
two Bobs (Ed.) Ap 18  
united legislative front is achieved in Massachusetts, J. Leo Sullivan Mr 19  
University of Minnesota and Clayton antitrust act, T. E. Blackwell Mr 33  
University of Rochester and equitable doctrine of cy pres, T. E. Blackwell My 45  
who has power to modify charitable trust, T. E. Blackwell J 30  
why not deduction for college expenses, R. W. Murphy Mr 25  
Legislation: See Legal Decisions and Legislation  
Lehman, Carl M., Can students help run college Mr 22  
Levine, Oscar H., biographical sketch My 4  
See Van Dyke, George E., Jr. auth.  
Liability: See Insurance  
Libraries, library for new college, H. H. Morgridge F 40

## LIBRARIES, Cont.

- library presents business opportunity to business manager, S. M. Cain J 22  
science and library buildings are combined, H. Thien F 43  
Loan Funds: See Student Funds  
Luther College, Decorah, Iowa, administration hall, C. Altfilisch Mr 36



- M**acfarlane, Alberta M., Low temperature meat cookery Mr 48  
Maintenance: See Plant Operation and Maintenance  
Martin, Deane, lighting laboratory Ja 46  
McClure, T. N., Public relations is job for business manager, too (G.E.) Ja 17  
Mechanical Accounting, machine bookkeeping is practical for smaller colleges, too, V. A. Emilion and E. C. Hansen J 33  
Menke, Robert F., and Whiting, Erle, Placement services for students and graduates Ap 42  
Mississippi State College, timesaving forms for purchasing, R. E. Saye Ja 38  
Monterey Peninsula College, Monterey, Calif., how can we make substantial savings in planning, J. L. Reid Ja 30  
Morgridge, Howard H., Library for new college F 40  
Mottershead, Edmund, biographical sketch My 4  
How to build good supervisory staff My 28  
Murphy, Robert W., biographical sketch Mr 4  
Why not deduction for college expenses Mr 25



- N**icholls, W. O., Better insurance protection Mr 30  
Nichols, Lester M., Should college budget for newspaper advertising Ja 41  
Niles, Henry B., Should American colleges offer liberal education J 19  
Nonacademic Employees: See Personnel



- O**ffice Management: See Administration; Business Organization  
Oliver, F. E., Life and labor of institutional accountant Ja 45  
Olson, Roy E., Music hall has new system of sound control My 39  
Opp, Carl B., Dormitory furnishings (P) F 27  
Orange Coast College, student center is hub of out-of-class activities, R. H. Peterson and R. E. Alexander My 37  
Oregon State College, today's auditor is effective adjunct to good management, H. Sherer My 35  
Organizations: See Associations and Organizations  
Over-All Controls, internal auditing and internal control, H. A. Withey Ja 24  
putting on pressure (Ed.) J 18



- P**acific Lutheran College, Parkland, Wash., music hall has new system of sound control, R. E. Olson My 39  
Parsons College, Fairfield, Iowa, to meet operating costs, don't overlook gifts from town, W. W. Reed J 25  
Pay Roll, salary survey of top management positions, F. C. Ford Ja 36  
Personnel, can students help run college, C. M. Lehman Mr 22  
custodial problem (Q.A.) My 6  
how to build good supervisory staff, E. Mottershead My 28  
human equation (Ed.) J 18  
integrating your specialists (Ed.) My 18  
is academic freedom really being threatened, F. H. Horn (G.E.) F 17  
investigations (Ed.) F 18

## PERSONNEL, Cont.

- let's make dietitians better administrators, C. Ricker My 49  
life and labor of institutional accountant, F. E. Oliver Ja 45  
loyalty oath and courts, T. E. Blackwell F 39  
lucid interval (Ed.) My 18  
methods of selecting and developing good supervisors, W. Hertenstein Mr 45  
new method of providing retirement income, W. C. Greenough My 32  
noninstructional employees like "at home" meetings, C. W. Hoff J 31  
paying penalty (Ed.) Mr 18  
peaceful relations between faculty and business officers, B. C. Keeney Ja 21  
preparation of faculty handbook, K. M. Gray Ap 43  
proper financing of pensions, A. A. Weinberg Ap 23  
salary survey of top management positions, F. C. Ford Ja 36  
Peterson, Basil H., and Alexander, Robert E., Student center is hub of out-of-class activities My 37  
Pierce, M. C., How to get rid of pests. My 48  
Plant Additions and Campus Expansion, acoustical design of spatula-shaped auditorium, A. R. Faour My 42  
administration hall, C. Altfilisch Mr 36  
costs remain low despite building's sturdy, weatherproof construction, W. I. Fisher J 40  
fraternity housing, quadrangle style, R. J. Watts Mr 40  
how can we make substantial savings in planning, J. L. Reid Ja 30  
library for new college, H. H. Morgridge F 40  
music hall has new system of sound control, R. E. Olson My 39  
notes to architect, M. C. and J. W. Crenshaw Mr 34  
power plant at Oklahoma, T. H. Coston Ap 38  
quantity and quality of sound controlled in Montana's music building, W. J. Fox Jr. Ja 34  
science and library buildings are combined, H. Thien F 43  
student center is hub of out-of-class activities, R. H. Peterson and R. E. Alexander My 37  
students learn from what they do in Carnegie's School of Industrial Administration, M. Jaffurs J 42  
study of costs and architectural form, M. M. Hare Ap 32  
Plant Operation and Maintenance, after-hour supervision (Q.A.) Ap 6  
custodial problem (Q.A.) My 6  
cutting costs in plant operations, A. J. Hillary J 47  
ground reflection in daylighting, J. W. Griffith, O. F. Wenzler, and E. W. Conover Ap 47  
Hair-bobby pin problem (Q.A.) Ja 6  
how to get rid of pests, M. C. Pierce My 48  
maintenance and housekeeping supplies, R. E. Tilt (P) F 37  
painting-wall cleaning (Q.A.) J 6  
power plant at Oklahoma, T. H. Coston Ap 38  
Powell, H. E., We expect to stay in laundry business Mr 43  
Publications, higher education is serious business, H. L. Wells (G.E.) Mr 17  
is academic freedom really being threatened, F. H. Horn (G.E.) F 17  
lucid interval (Ed.) My 18  
paying penalty (Ed.) Mr 18  
preparation of faculty handbook, K. M. Gray Ap 43  
student supervision (Q.A.) Mr 6  
this is administration (Ed.) Ap 18  
Public Liability: See Insurance  
Publicity and Public Relations, fearful (Ed.) J 18  
how Iowa State recruits engineering students, N. Disque Ja 27  
human equation (Ed.) J 18  
local taxes or fees (Q.A.) J 6  
noninstructional employees like "at home" meetings, C. W. Hoff J 31  
peaceful relations between faculty and business officers, B. C. Keeney Ja 21  
perspectives, C. A. Schoenfeld Ap 19  
preparation of faculty handbook, K. M. Gray Ap 43  
public relations is job for business manager, too, T. N. McClure (G.E.) Ja 17

## PUBLICITY AND PUBLIC RELATIONS, Cont.

- should college budget for newspaper advertising, L. M. Nichols Ja 41  
Purchasing and Stores, dormitory furnishings, C. B. Opp F 27  
esthetic values in residence hall furnishings, H. M. Thompson (P) F 31  
in-service training for purchasing, L. L. Whaley (P) F 24  
maintenance and housekeeping supplies, R. E. Tilt (P) F 37  
office equipment and supplies, M. T. Tracht (P) F 35  
outside vendors (Q.A.) F 6  
practical inventory control for college stores, R. C. Avery Ap 45  
staff-student services (Q.A.) Mr 6  
timesaving forms for purchasing, R. E. Saye Ja 38  
tools for control of food costs, A. B. Atkinson Ja 48  
unauthorized purchases (Q.A.) Mr 6  
we attend auction of oil leases on university land in Texas My 26  
who purchases foodstuffs (Q.A.) My 6



- R**adio and Television, acoustical design of spatula-shaped auditorium, A. R. Faour My 42  
caught napping (Ed.) My 18  
college courses by television, D. G. Emery J 26  
policy and station planning for educational TV, L. M. Thompson F 19  
there is no June 2 deadline on educational TV, F. B. Hennock My 19  
Reed, Walter W., To meet operating costs, don't overlook gifts from town J 25  
Reid, John Lyon, How can we make substantial savings in planning Ja 30  
Relationships With Governmental Agencies: See Government Agencies  
Reports, methods used by 40 dental schools in allocating indirect expenditures, G. E. Van Dyke and O. H. Levine My 22  
Residence Halls: See Auxiliary Enterprises; Plant Additions and Campus Expansion  
Ricker, Christine, Let's make dietitians better administrators My 49  
Reed, Trent C., Business officer evaluates college bookstore Ja 44



- S**afety Programs, local taxes or fees (Q.A.) J 6  
protecting personal effects (Q.A.) Ap 6  
safekeeping problem (Q.A.) F 6  
Salaries: See Pay Roll; Personnel  
Saye, Roy E., biographical sketch Ja 4  
Timesaving forms for purchasing Ja 38  
Scheideler, Margaret A., Student loans can be handled without alienating affections My 46  
Schoenfeld, Clarence A., biographical sketch Ap 4  
Perspectives Ap 19  
Scholarships: See Student Funds  
Sherer, Harvey, biographical sketch My 4  
Today's auditor is effective adjunct to good management My 35  
Slippery Rock State Teachers College, Slippery Rock, Pa., self-service plan proves satisfactory in modern bookstore, F. H. Bauer J 38  
Southwestern Louisiana Institute, Lafayette, La., how dietitian can satisfy student customers, M. E. Yost J 49  
Staff Welfare, new method of providing retirement income, W. C. Greenough My 32  
proper financing of pensions, A. A. Weinberg Ap 23  
Statistical Studies, Colgate studies impact of R.O.T.C. programs, S. J. French Ja 42  
is educational questionnaire overdone, R. G. Buckles F 49  
methods used by 40 dental schools in allocating indirect expenditures, G. E. Van Dyke and O. H. Levine My 22  
salary survey of top management positions, F. C. Ford Ja 36



# STATISTICAL STUDIES, Cont.

- should college budget for newspaper advertising, L. M. Nichols Ja 41
- Stores: See Purchasing and Stores
- Student Business Operations: See Student Funds; Auxiliary Enterprises
- Student Funds, delinquent accounts (Q.A.) Ap 6
- great financial barrier myth is just that, C. Davidson (G.E.) J 17
- outside vendors (Q.A.) F 6
- placement services for students and graduates, R. F. Menke and E. Whiting Ap 42
- student loans can be handled without alienating affections, M. A. Scheiderer My 46
- student supervision (Q.A.) Mr 6
- unauthorized purchases (Q.A.) Mr 6
- Student Health Service and Hospital, methods used by 40 dental schools in allocating indirect expenditures, G. E. Van Dyke and O. H. Levine My 22
- Student Organization Funds: See Student Funds
- Student Unions: See College Unions
- Sullivan, J. Leo, biographical sketch Mr 4
- United legislative front is achieved in Massachusetts Mr 19
- Surveys: See Statistical Studies



- Teachers College, Columbia University, tools for control of food costs, A. B. Atkinson Ja 48; F 50
- Then, Herbert, Science and library buildings are combined F 43
- Thompson, Henrietta M., biographical sketch F 4
- Ethetic values in residence hall furnishings (P) F 31
- Thompson, Loring M., biographical sketch F 4
- Policy and station planning for educational TV F 19
- Tilt, Russell E., Maintenance and house-keeping supplies (P) F 37

- Tracht, M. T., Office equipment and supplies (P) F 35
- Training: See Personnel
- Transportation, is this trip necessary, I. D. Weeks Mr 28



- Unions: See College Unions
- Unit Costs: See Finance
- University of Alabama, esthetic values in residence hall furnishings, H. M. Thompson (P) F 31
- University of Florida, dormitory furnishings, C. B. Opp (P) F 27
- University of Houston, acoustical design of spatula-shaped auditorium, A. R. Faour My 42
- University of Mississippi, we expect to stay in laundry business, H. E. Powell Mr 43
- University of Montana, quantity and quality of sound controlled in Montana's music building, W. J. Fox Jr. Ja 34
- University of Oklahoma, power plant, T. H. Coston Ap 38
- University of Omaha, college courses by television, D. G. Emery J 26
- noninstructional employees like "at home" meetings, C. W. Hoff J 31
- University of Rochester, and equitable doctrine of cy pres, T. E. Blackwell My 45
- dining service control, K. M. Hertzfeld F 51
- University of Texas, we attend auction of oil leases on university land My 26
- University of Toledo, college courses by television, D. G. Emery J 26
- policy and station planning for educational TV, L. M. Thompson F 19
- University of Wichita, Wichita, Kan., costs remain low despite building's sturdy, weatherproof construction, W. I. Fisher J 40
- University of Wisconsin, lighting laboratory, D. Martin Ja 46
- Utilities: See Plant Operation and Maintenance

- Valparaiso University, study of costs and architectural form, M. M. Hare Ap 32
- Van Dyke, George E., biographical sketch My 4
- and Levine, Oscar H., Methods used by 40 dental schools in allocating indirect expenditures My 22
- Veterans Administration, two Bobs (Ed.) Ap 18



- Watts, Ralph J., Fraternity housing, quadrangle style Mr 40
- Weeks, I. D., biographical sketch Mr 4
- Is this trip necessary Mr 28
- Weinberg, A. Albert., biographical sketch Ap 4
- Proper financing of pensions Ap 23
- Wells, Harry L., Higher education is serious business (G.E.) Mr 17
- Wenzler, O. F.: See Griffith, J. W., Jr. auth.
- Western Reserve University, college courses by television, D. G. Emery J 26
- Whaley, Lawrence Llewellyn, biographical sketch F 4
- In-service training for purchasing (P) F 24
- What's New Ja 75, F 75, Mr 79, Ap 83, My 83, J 71
- Whiting, Erle: See Menke, Robert F., Jr. auth.
- Withey, Howard A., biographical sketch Ja 4
- Internal auditing and internal control Ja 25



- Yost, Mary Elizabeth, biographical sketch J 4
- How dietitian can satisfy student customers J 49

# College AND UNIVERSITY Business

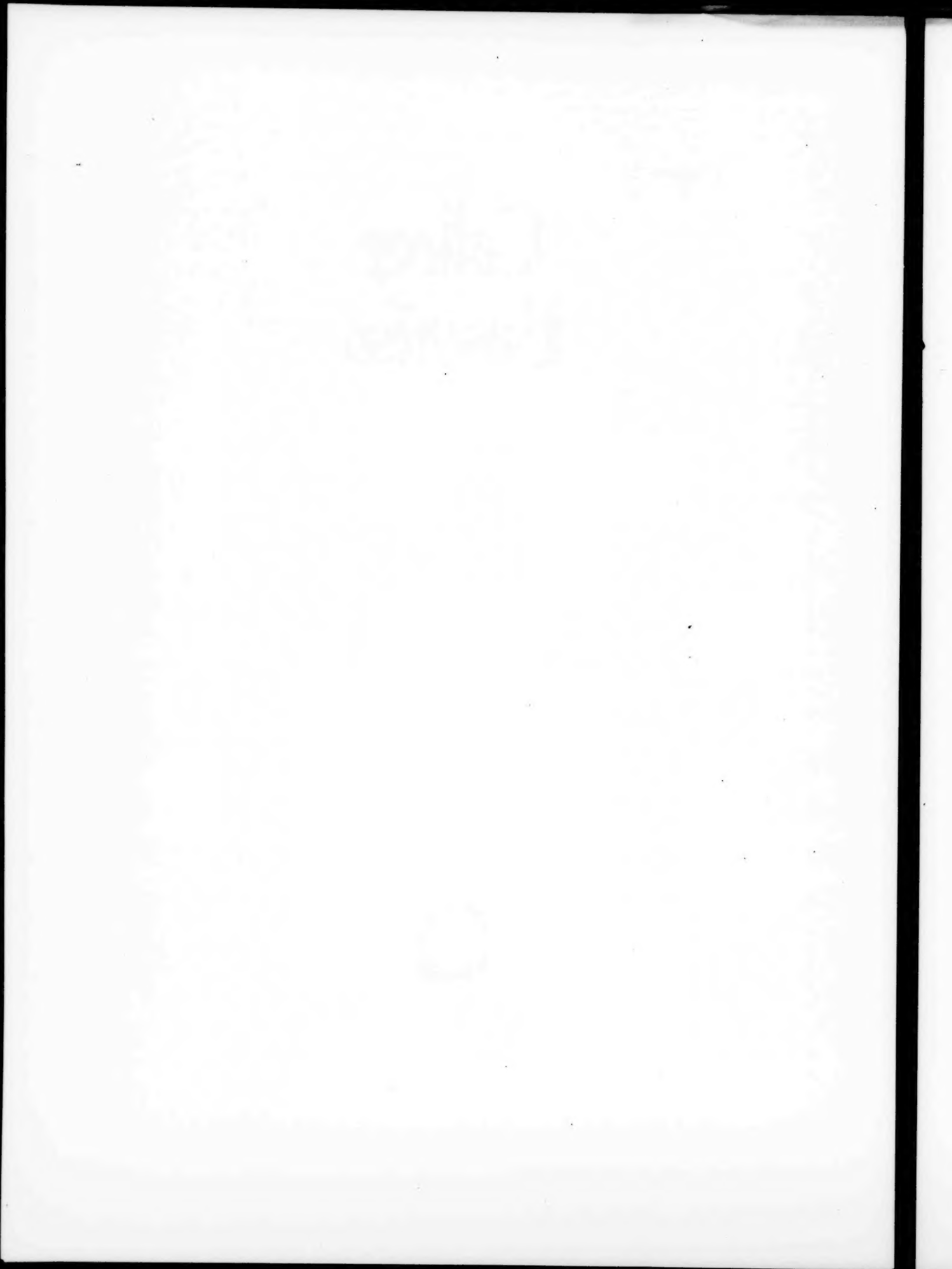
VOLUME XV

*JULY TO DECEMBER, INCLUSIVE*

1953



CHICAGO  
1953





# INDEX TO VOLUME 15

JULY TO DECEMBER, 1953

The various articles are indexed under the author and subject. Abbreviations used in this index are: JI, July; Ag, August; S, September; O, October; N, November; D, December; (Ed.), Editorial; (G.E.), Guest Editorial; (Q.A.), Questions and Answers.

- A**ccidents: See Safety Programs  
Accounting, accounting for pooled investments, R. S. Johns JI 26  
pros and cons of encumbrance accounting, E. T. Jolliffe Ag 41  
Adams, Arthur S., biographical sketch O 4  
To improve quality of life O 29  
What is sponsored research doing to our educational program (G.E.) JI 17  
Administration, business manager as educator, R. Olmsted D 19  
college president takes critical look at business manager, C. V. Troup N 25  
handle with care (Ed.) D 18  
leaders or followers in business management, F. A. Ives (G.E.) Ag 17  
management controls of physical plant, J. H. Kreinheder Ag 43  
oil on troubled waters (Ed.) O 18  
professionally, are we guilty of laziness, J. D. Russell (G.E.) S 17  
reducing friction between business officer and faculty, A. F. Scribner JI 19  
report to whom (Q.A.) JI 6  
we're different (Ed.) S 18  
workshop idea (Ed.) S 18  
Admission and Registration, collection of fees (Q.A.) Ag 6  
Alabama Polytechnic Institute, Auburn, effective program of pest control, J. D. Dorrough Ag 48  
Allison & Rible, First unit of U.C.L.A.'s building program for engineering teaching and research N 36  
Alumni: See Associations and Organizations  
Andrae, Reed, biographical sketch Ag 4  
Why have competition between residence hall and union Ag 39  
Antioch College, Yellow Springs, Ohio, financial aid to students, M. Rauh Associations and Organizations, convention on campus (Q.A.) Ag 6  
directory of JI 67; Ag 70; S 74; O 70; N 74; D 66  
great potential for philanthropy under 5 per cent rule, F. M. McLain D 25  
how to negotiate with labor union, D. E. Dickason JI 22  
legitimate complaint (Ed.) JI 18  
mutual fund gift boosts class giving at Yale, M. Fox-Martin O 24  
national assembly (Ed.) Ag 18  
unwise expenditures (Q.A.) N 6  
Athletics, college doubles facilities, H. B. Knapp N 41  
college football player and Workmen's Compensation Act, T. E. Blackwell O 37  
field house plus, F. A. Brinkman O 37  
Flint Junior College serves threefold purpose, S. A. Nurni S 34  
protecting basketball floor (Q.A.) Ag 6  
sports cartel stretch (Ed.) D 18  
Audio-Visual Education, magnetic sound film has many classroom uses, P. R. Wendt JI 29

- Automotive Services, automobile trades (Q.A.) S 6  
central car-washing platform, G. Gagon S 25  
Auxiliary Enterprises, convention on campus (Q.A.) Ag 6  
farm operations (Q.A.) JI 6  
how to start travel agency, E. Turner operating policies for residence halls, K. M. Hertzfeld O 42  
where are you going in residence halls counseling, C. S. Sifferd (G.E.) O 17  
why have competition between residence hall and union, R. Andrae Ag 39

- B**ail, Milo, Accrediting single procedure for business managers Ag 25  
Baker, Percy J., biographical sketch S 4  
Mississippi State food service department simplifies storeroom control S 49  
Barker, Prince P., Human relations approach to efficiency O 19  
Barry, Theodore, Service building to accommodate small institution O 46  
Bigelow, Arthur Lynds, biographical sketch S 4  
Campus and carillon cast bells vs. electronic bells S 31  
Billmyer, Eleanor, Inter-faith center at Cornell JI 32  
Blackwell, T. E., College football player and Workmen's Compensation Act Ag 46  
College professor and law of copyright O 44  
Do faculty and staff members have authority financially to obligate college JI 41  
Exemption from property taxes by charter right D 46  
Is college liable for accidents resulting from negligence of R.O.T.C. officers N 34  
Stockholders and corporate gifts to colleges S 41  
Brinkman, Fred A., Field house plus O 37  
Bryant, James W., biographical sketch O 4  
Cultivate food cost consciousness O 49  
Business Organization, business manager and community (G.E.), I. K. French business manager as educator, R. Olmsted D 19  
how do you do business (Ed.) S 18  
leaders or followers in business management, F. A. Ives (G.E.) Ag 17  
protect employees from temptation of embezzlement, H. R. Patton O 31  
you can measure efficiency of purchasing department, A. Pleydell N 19  
See also Administration

- C**ampus Expansion: See Plant Additions and Campus Expansion  
Carnegie Institute of Technology, pay-as-you-go plan, R. R. Mall S 29  
College Unions, 1952 census of facilities, H. W. Herman S 22  
union building at Michigan Tech serves dual purpose, F. Harwood JI 26

- COLLEGE UNIONS, Cont.**  
why have competition between residence hall and union, R. Andrae Ag 39  
Community Relations: See Auxiliary Enterprises, Publicity and Public Relations  
Construction: See Plant Additions and Campus Expansion  
Cornell University, Ithaca, N.Y., inter-faith center, E. Billmyer JI 32  
Compton College, Compton, Calif., develops its new 80 acre campus, C. E. Fry S 38  
Controls: See Over-All Controls  
Courts: See Legal Decisions and Legislation

- D**esigns and Plans, college library for California, V. Wilkinson Ag 36  
college library for West Virginia, H. D. Jones Ag 32  
field house plus, F. A. Brinkman O 37  
first unit of U.C.L.A.'s building program for engineering teaching and research, Allison & Rible N 36  
Flint Junior College serves threefold purpose, S. A. Nurni S 34  
ideal way to plan university feeding facility, T. W. Minah Ag 49  
inter-faith center at Cornell, E. Billmyer JI 32  
library features flexible construction, functional design, G. A. Speers D 42  
medium sized institution has medical building, E. H. Hudson O 34  
service building to accommodate small institution, T. Barry O 46  
union building at Michigan Tech serves dual purpose, F. Harwood JI 36  
Wayne plans to house community arts, S. Pilafian D 38  
See also Plant Additions and Campus Expansion  
Dickason, Donald E., How to negotiate with labor union JI 22  
Dining Halls: See Auxiliary Enterprises; Food and Food Service  
Donaldson, Carl A., biographical sketch D 4  
purchasing department best equipped to handle equipment control, management and use D 31  
Dorrough, J. D., Alabama Polytechnic sets up effective program of pest control Ag 48  
Dormitories: See Auxiliary Enterprises; Plant Additions and Campus Expansion  
Duke University, Durham, N.C., ideal way to plan university feeding facility, T. W. Minah Ag 49

- E**mployees: See Personnel  
Endowments, stockholders and corporate gifts to colleges, T. E. Blackwell S 41  
See also Finance

Enrollments, annual statistical survey, C. W. Hoff Ag 19  
Equipment, campus and carillon—cast bells vs. electronic bells, A. L. Bigelow S 31  
magnetic sound film has many classroom uses, P. R. Wendt JI 29  
1952 census of facilities, H. W. Herman S 22  
purchasing department best equipped to handle equipment control, management and use, C. A. Donaldson D 31  
See also Purchasing and Stores; What's New

**F**aculty: See Personnel  
Fairchild, Margaret, New unit for food service S 46  
Fairmont State College, Fairmont, W. Va., college library, H. D. Jones Ag 32  
Federal Aid: See Government Agencies  
Fellowships: See Student Funds  
Finance, annual statistical survey, C. W. Hoff Ag 19  
charging for services (Q.A.) S 6  
collection of fees (Q.A.) Ag 6  
construction labor costs (Q.A.) D 6  
economy trend (Ed.) JI 18  
exemption from property taxes by charter right, T. E. Blackwell D 46  
financial aid to students, M. Raab JI 31  
financing extension program, J. R. Hackett N 27  
great potential for philanthropy under 5 per cent rule, F. M. McLain D 25  
mutual fund gift boosts class giving at Yale, M. Fox-Martin O 24  
no conscience (Ed.) O 18  
pay-as-you-go plan, R. R. Mall S 29  
postwar reappraisal (Q.A.) O 6  
private institutes provide university with new source of financial support, E. D. Phillips Ag 42  
snack bars can be profitable, L. Scott D 48  
stockholders and corporate gifts to colleges, T. E. Blackwell S 41  
unit costs again (Ed.) N 18  
unwise expenditures (Q.A.) N 6  
why have competition between residence hall and union, R. Andrae Ag 39  
Flint Junior College, Flint, Mich., serves threefold purpose, S. A. Nurmi S 34  
Food and Food Service, actual cost of peeled potatoes N 48  
control of food purchasing, receiving and storing, H. T. Maschal Ag 53  
cultivate food cost consciousness, J. W. Bryant O 49  
food service finance in small college, A. Huguley JI 47  
ideal way to plan university feeding facility, T. W. Minah Ag 49  
Mississippi State food service department simplifies storeroom control, P. Baker S 49  
new unit for food service, M. Fairchild S 46  
snack bars can be profitable, L. Scott D 48  
who buys foodstuffs (Q.A.) JI 6  
why have competition between residence hall and union, R. Andrae Ag 39  
Fox-Martin, Milton, biographical sketch O 4  
Mutual fund gift boosts class giving at Yale O 24  
French, Irwin K., Business manager and community (G.E.) D 17  
Fry, Charles E., Compton develops its new 80 acre campus S 38  
Funds: See Finance, Student Funds  
Furnishings, 1952 census of facilities, H. W. Herman S 22

**G**agon, George, Central car-washing platform S 25  
Government Agencies, college football player and Workmen's Compensation Act, T. E. Blackwell Ag 46  
exemption from property taxes and charter right, T. E. Blackwell D 46  
is college liable for accidents resulting from negligence of R.O.T.C. officers, T. E. Blackwell N 34

GOVERNMENT AGENCIES, Cont.  
legitimate complaint (Ed.) JI 18  
senate's right to investigate vs. individual's right to be heard, W. Morse S 19  
should business officer serve as custodian for R.O.T.C. materiel, R. E. Saye N 32  
what's happening to us on capitol hill, J. L. McCaskill (G.E.) N 17  
Gymnasiums: See Athletics; Plant Additions and Campus Expansion

**H**ackett, John R., biographical sketch N 4  
Financing extension program N 27  
Harwood, Frank M., biographical sketch JI 4  
Union building at Michigan Tech serves dual purpose JI 36  
Health: See Student Health Service and Hospital  
Herman, Harold W., 1952 census of facilities S 22  
Hertzfeld, Kurt M., biographical sketch O 4  
Operating policies for residence halls O 42  
Hoff, Charles W., Annual statistical survey Ag 19  
biographical sketch Ag 4  
Home Study: See Instructional and Research Departments  
Housing, tax status of student-staff apartments is disputed, L. Morey JI 42  
Howell, Virgil R., One college's program of insurance O 25, N 29, D 27  
Hudson, E. Herndon, Medium sized institution has own medical building O 34  
Huguley, Aurice, Food service finance in small college JI 47

**I**ncome: See Auxiliary Enterprises  
Instructional and Research Departments, professionally, are we guilty of laziness, J. D. Russell (G.E.) S 17  
college doubles facilities, H. B. Knapp N 41  
farm operations (Q.A.) JI 6  
financing extension program, J. R. Hackett N 27  
first unit of U.C.L.A.'s building program for engineering teaching and research, Allison & Rible N 36  
Flint Junior College serves threefold purpose, S. A. Nurmi S 34  
projectitis (Ed.) O 18  
Wayne plans to house community arts, S. Pilafian D 38  
what is sponsored research doing to our educational program, A. S. Adams (G.E.) JI 17  
workshop idea (Ed.) S 18  
Insurance, one college's program of insurance, V. R. Howell O 25, N 29, D 27  
Investment Management, accounting for pooled investments, R. S. Johns JI 26  
no conscience (Ed.) O 18  
See also Finance  
Inventories: See Purchasing and Stores  
Ives, Frank A., Leaders or followers in business management (G.E.) Ag 17

**J**anitorial Service, making maintenance routine, W. A. Moyle N 15  
time study aids in finding fair and adequate load for maintenance personnel, F. J. Zanfino JI 44  
See also Personnel; Plant Operation and Maintenance  
Job Training: See Personnel  
Johns, Ralph S., Accounting for pooled investments JI 26  
biographical sketch JI 4  
Jolliffe, E. T., Pros and cons of encumbrance accounting Ag 41  
Jones, Harold D., College library for West Virginia Ag 32  
Junior Colleges, Compton develops its new 80 acre campus, C. E. Fry S 38  
Flint Junior College serves threefold purpose, S. A. Nurmi S 34

**K**ent College of Law, Chicago, no conscience (Ed.) O 18  
Knapp, H. B., College doubles facilities N 41  
Kreinbier, John H., biographical sketch Ag 4  
Management controls of physical plant Ag 43

**L**anham, Elizabeth, Job evaluation is worth while Ag 28  
La Verne College, La Verne, Calif., college library, V. Wilkinson Ag 36  
Lawson, Kenneth D., How to make yours successful building S 33  
Legal Decisions and Legislation, battle lines are forming (Ed.) Ag 18  
college football player and Workmen's Compensation Act, T. E. Blackwell Ag 46  
college professor and law of copyright, T. E. Blackwell O 44  
do faculty and staff members have authority financially to obligate college, T. E. Blackwell JI 41  
exemption from property taxes by charter right, T. E. Blackwell D 46  
is college liable for accidents resulting from negligence of R.O.T.C. officers, T. E. Blackwell N 34  
legitimate complaint (Ed.) JI 18  
nontaxable retirement income (Ed.) D 18  
stockholders and corporate gifts to colleges, T. E. Blackwell S 41  
what's happening to us on capitol hill, J. L. McCaskill (G.E.) N 17  
tax status of student-staff apartments is disputed, L. Morey JI 42  
Legislation: See Legal Decisions and Legislation  
Lewis, Charles A., Disaster control plan provides for handicapped O 32  
Liability: See Insurance  
Libraries, college library for California, V. Wilkinson Ag 36  
college library for West Virginia, H. D. Jones Ag 32  
library features flexible construction, functional design, G. A. Speers D 42  
Linens, 1952 census of facilities, H. W. Herman S 22  
Loan Funds: See Student Funds  
Long Island Agricultural and Technical Institute, Farmingdale, N.Y., doubles facilities, H. B. Knapp N 41

**M**aintenance: See Plant Operation and Maintenance  
Mall, Robert R., biographical sketch S 4  
Pay-as-you-go plan S 29  
Maschal, Henry T., biographical sketch Ag 4  
Control of food purchasing, receiving and storing Ag 53  
McCaskill, J. L., What's happening to us on capitol hill (G.E.) N 17  
McLain, Fred F., biographical sketch D 4  
Great potential for philanthropy under 5 per cent rule D 25  
Mechanical Accounting, pros and cons of encumbrance accounting, E. T. Jolliffe Ag 41  
Medical Clinics: See Student Health Service and Hospitals  
Michigan College of Mining and Technology, union building serves dual purpose, F. Harwood JI 36  
Michigan State College, actual cost of peeled potatoes N 48  
Minah, T. W., Ideal way to plan university feeding facility Ag 49  
Mississippi State College, food service department simplifies storeroom control, P. Baker S 49  
Montana State University, Missoula, field house plus, F. A. Brinkman O 37  
Moore, Robert Foster, biographical sketch S 4  
Can colleges compete with industry for top administrative personnel S 26  
Morey, Lloyd, Tax status of student-staff apartments is disputed JI 42

Morse, Wayne, Senate's right to investigate vs. individual's right to be heard S 19  
 Moyle, Wallace A., biographical sketch N 4  
 Making maintenance routine N 45

**N**ational Restaurant Association, actual cost of peeled potatoes N 48  
 Negroes, discrimination on wage (Ed.) D 18  
 Nonacademic Employees: See Personnel  
 Northeastern University, Boston, library features flexible construction, functional design, G. A. Speers D 42  
 Northwestern State College, Alva, Okla., food service finance in small college, A. Huguley JI 47  
 Nurni, S. A., Flint Junior College serves threefold purpose S 34

**O**ffice Management: See Administration; Business Organization  
 Ohio University, Athens, medium sized institution has own medical building, E. H. Hudson O 34  
 Olmsted, Ralph, biographical sketch D 4  
 Business manager as educator D 19  
 Organizations: See Associations and Organizations  
 Over-All Controls, accrediting single procedure for business managers, M. Rail Ag 25  
 unwise expenditures (Q.A.) N 6

**P**atton, H. R., biographical sketch O 4  
 Protect employees from temptation of embezzlement O 31  
 Pay Roll, annual statistical survey, C. W. Hoff Ag 19  
 Penick, John, biographical sketch D 4  
 Fire prevention and safety are faculty jobs D 36  
 Personnel, business manager as educator, R. Olmsted D 19  
 can colleges compete with industry, R. F. Moore S 26  
 checking employees' records (Q.A.) O 6  
 college president takes critical look at business manager, C. V. Troup N 25  
 do faculty and staff members have authority financially to obligate college, T. E. Blackwell JI 41  
 do tests pay off in hiring nonacademic personnel, W. Vordenberg O 22  
 employing relatives (Q.A.) Ag 6  
 how indoctrination program works, J. F. Scroggs D 22  
 human relations approach to efficiency, P. P. Barker O 19  
 job evaluation programs (Q.A.) S 6  
 job evaluation is worth while, E. Latham Ag 28  
 one college's program of insurance, V. R. Howell D 27  
 protect employees from temptation of embezzlement, H. R. Patton O 31  
 reducing friction between business officer and faculty, A. F. Scribner JI 19  
 how to negotiate with labor union, D. E. Dickason JI 22  
 management controls of physical plant, J. H. Kreinheder Ag 43  
 oil on troubled waters (Ed.) O 18  
 report to whom (Q.A.) JI 6  
 time study aids in finding fair and adequate load for maintenance personnel, F. J. Zanfino JI 44  
 uniforms for personnel (Q.A.) D 6  
 we're different (Ed.) S 18  
 why shouldn't purchasing agents be taken to task, F. G. Rink N 22  
 Phillips, Elton D., Private institutes provide university with new source of financial support Ag 42  
 Phillips Exeter Academy, Exeter, N.H., service building to accommodate small institution, T. Barry O 46

Pilafian, Suren, Wayne plans to house community arts D 38  
 Plant Additions and Campus Expansion, college doubles facilities, H. B. Knapp N 41  
 college library for California, V. Wilkinson Ag 36  
 college library for West Virginia, H. B. Jones Ag 32  
 Compton develops its new 80 acre campus, C. E. Fry S 38  
 construction labor costs (Q.A.) D 6  
 field house plus, F. A. Brinkman O 37  
 first unit of U.C.L.A.'s building program for engineering teaching and research, Allison & Ribble N 36  
 Flint Junior College serves threefold purpose, S. A. Nurni S 34  
 how to make yours successful building, K. D. Lawson S 33  
 inter-faith center at Cornell, E. Billmyer JI 32  
 library features flexible construction, functional design, G. A. Speers D 42  
 medium sized institution has own medical building, E. H. Hudson O 34  
 new unit for food service, M. Fairchild S 46  
 service building to accommodate small institutions, T. Barry O 46  
 union building at Michigan Tech serves dual purpose, F. Harwood JI 36  
 Wayne plans to house community arts, S. Pilafian D 38  
 Plant Operation and Maintenance, Alabama Polytechnic sets up effective program of pest control, J. D. Dorrough Ag 48  
 making maintenance routine, W. A. Moyle N 45  
 management controls of physical plant, J. H. Kreinheder Ag 43  
 methods of administering maintenance program, G. Stanford S 43  
 paint brushes vs. rollers (Q.A.) D 6  
 protecting basketball floor (Q.A.) Ag 6  
 service building to accommodate small institution, T. Barry O 46  
 time study aids in finding fair and adequate load for maintenance personnel, F. J. Zanfino JI 44  
 uniforms for personnel (Q.A.) D 6  
 use of silicones (Q.A.) N 6  
 Pleydell, Albert, biographical sketch N 4  
 You can measure efficiency of purchasing department N 19  
 Princeton University, how to start travel agency, E. Turner N 24  
 Publications, from editor's bookshelf (Ed.) N 18  
 Otto F. Hall, 1875-1953 (Ed.) Ag 18  
 Publicity and Public Relations, business manager and community (G.E.), I. K. French D 17  
 college president takes critical look at business manager, C. V. Troup N 25  
 economy trend (Ed.) JI 18  
 how do you do business (Ed.) S 18  
 how indoctrination works, J. F. Scroggs D 22  
 human relations approach to efficiency, P. P. Barker O 19  
 to improve quality of life, A. S. Adams O 29  
 why shouldn't purchasing agents be taken to task, F. G. Rink N 22  
 Purchasing and Stores, automobile trades (Q.A.) S 6  
 control of food purchasing, receiving and storing, H. T. Maschal Ag 53  
 Mississippi State food service department simplifies storeroom control, P. Baker S 49  
 purchasing department best equipped to handle equipment control, management and use, C. A. Donaldson D 31  
 purchasing privileges (Q.A.) D 6  
 sports cartel stench (Ed.) D 18  
 vendors permitted (Q.A.) D 6  
 who buys foodstuffs (Q.A.) JI 6  
 why shouldn't purchasing agents be taken to task, F. G. Rink N 22  
 you can measure efficiency of purchasing department, A. Pleydell N 19  
 See also What's New

**R**auh, Morton, Financial aid to students JI 31  
 Reid, G. Kingman, Reason for optimism in scope of college health facilities O 49

Relationships With Governmental Agencies: See Government Agencies  
 Reports, Postwar reappraisal (Q.A.) O 6  
 Research: See Instructional and Research Departments  
 Residence Halls: See Auxiliary Enterprises; Plant Additions and Campus Expansion  
 Retirement: See Staff Welfare  
 Rink, F. Glenn, Why shouldn't purchasing agents be taken to task N 22  
 Russell, John Dale, professionally, are we guilty of laziness (G.E.) S 17

**S**afety Programs, disaster control plan provides for handicapped, C. A. Lewis O 32  
 fingerprinting students (Q.A.) Ag 6; S 6  
 fire prevention and safety are faculty jobs, J. Penick D 36  
 is college liable for accidents resulting from negligence of R.O.T.C. officers, T. E. Blackwell N 34  
 no conscience (Ed.) O 18  
 Salaries: See Pay Roll; Personnel  
 Saye, Roy E., biographical sketch N 4  
 should business officer serve as custodian for R.O.T.C. material N 32  
 Scholarships: See Student Funds  
 Scott, Leslie, biographical sketch D 4  
 Snack bars can be profitable D 48  
 Scribner, Albert F., biographical sketch JI 4  
 Reducing friction between business officer and faculty JI 19  
 Scroggs, Jerry F., How indoctrination program works D 22  
 Sifferd, Calvin S., Where are you going in residence halls counseling (G.E.) O 17  
 Simmons College, Boston, new unit for food service, M. Fairchild S 46  
 Speers, George A., Library features flexible construction, functional design D 42  
 Staff Welfare, annual statistical survey, C. W. Hoff Ag 19  
 how to negotiate with labor union, D. E. Dickason JI 22  
 nontaxable retirement income (Ed.) D 18  
 one college's program of insurance, V. R. Howell D 27  
 Stanford, Gene, Methods of administering maintenance program S 43  
 Statistical Studies, annual statistical survey, C. W. Hoff Ag 19  
 job evaluation is worth while, E. Latham Ag 28  
 methods of administering maintenance program, G. Stanford S 43  
 1952 census of facilities, H. W. Herman S 22  
 reason for optimism in scope of college health facilities, G. K. Reid O 49  
 time study aids in finding fair and adequate load for maintenance personnel, F. J. Zanfino JI 44  
 Stores: See Purchasing and Stores  
 Student Funds, financial aid to students, M. Rauh JI 31  
 pay-as-you-go plan, R. R. Mall S 29  
 Student Health Service and Hospital, medium sized institution has own medical building, E. H. Hudson O 34  
 one college's program, V. R. Howell D 27  
 reason for optimism in scope of college health facilities, G. K. Reid O 49  
 Student Unions: See College Unions  
 Surveys: See Statistical Studies

**T**exas Technological College, Lubbock, fire prevention and safety are faculty jobs, J. Penick D 36  
 Training: See Personnel  
 Transportation, how to start travel agency, E. Turner N 24  
 Troup, C. V., College president takes critical look at business manager N 25  
 Tuition, annual statistical survey, C. W. Hoff Ag 19  
 Turner, Eugene H., biographical sketch N 4  
 How to start travel agency N 24

**U**nions: See College Unions  
 Unit Costs: See Finance  
 University of California, Los Angeles,  
 first unit of building program for  
 engineering teaching and research,  
 Allison & Rible N 36  
 University of Connecticut, making main-  
 tenance routine, W. A. Moyle N 45  
 University of Idaho, central car-washing  
 platform, G. Gagon S 25  
 University of Illinois, oil on troubled  
 waters (Ed.) O 18  
 tax status of student-staff apartments  
 is disputed, L. Morey JI 42  
 University of Nebraska, purchasing de-  
 partment best equipped to handle  
 equipment control, management and  
 use, C. A. Donaldson D 31  
 University of Rhode Island, financing ex-  
 tension program, J. R. Hackett N 27  
 University of Southern California, pri-  
 vate institutes provide university  
 with new source of financial sup-  
 port, E. D. Phillips Ag 42

University of Washington, Seattle, how  
 indoctrination program works, J. F.  
 Scroggs D 22

**V**eterans, battle lines are forming  
 (Ed.) Ag 18  
 what's happening to us on capitol  
 hill, J. L. McCaskill (G.E.) N 17  
 Vordenberg, Wesley, Do tests pay off in  
 hiring nonacademic personnel O 22

**W**ar Activities, disaster control plan  
 provides for handicapped, C. A.  
 Lewis O 32  
 Wayne University, Detroit, disaster con-  
 trol plan provides for handicapped,  
 C. A. Lewis O 32

WAYNE UNIVERSITY, CONT.  
 plans to house community arts,  
 S. Pilafian D 38  
 Wendt, Paul R., Magnetic sound film  
 has many classroom uses JI 29  
 What's New JI 69, Ag 75, S 89, O 77, N 83, D 69  
 Wilkinson, Virgil, College library for  
 California Ag 36  
 Workmen's Compensation: See Insur-  
 ance; Staff Welfare

**Y**ale University, mutual fund gift  
 boosts class giving, M. Fox-Martin O 21

**Z**andino, Frank J., biographical sketch JI 1  
 Time study aids in finding fair and  
 adequate load for maintenance per-  
 sonnel JI 11